

Local Safeguarding Procedures

Headteacher	Kate Lee-Wells
DSL	Kate Lee-Wells
Deputy DSL/CP Officer(s)	Nick Lee-Wells, Suzanne Nelson, Matt Franzke, Jenny Hughes
Safeguarding Governor	Caroline Down
Designated Teacher for LAC pupils	Nick Field
SWCPP - https://www.proceduresonline.com/swcpp/	
<i>Bristol Safeguarding</i> https://www.proceduresonline.com/swcpp/bristol/index.html	
Local Procedures	
<ul style="list-style-type: none"> ● Knowle DGE Academy use the electronic system CPOMS to log incidents. There is an additional, specific visitor form which is advertised on all safeguarding posters and visitors information leaflet which when completed is scanned onto CPOMS ● All staff have had CP training on how to use CPOMS annually and all staff members are able to log into CPOMS to log a concern. ● Staff training takes the form of planned statutory training including CP, KCSIE, Prevent and also training that responds to the emerging safeguarding trends within the academy. ● The WoW curriculum is flexible in order that emerging child protection trends can be addressed through assemblies, lessons and 1:1 work ● Additional members of middle leadership and support staff, although not named DSLs, are trained to DSL level as a good practice measure. ● Staff who log concerns of high priority are trained to also speak to the DSL or a Deputy DSL in person as well as electronically logging the concerns. This ensures that staff are fully aware of a high priority concern in 'real time' and are able to take action immediately. ● All relevant documents are scanned and logged on students' CPOMS to ensure the profile is up to date and stored in chronological order. ● The safeguarding team meet fortnightly to discuss any concerns, live cases and for quality assurance ● Paper files from previous years (before electronic systems) are locked away. The Safeguarding Team have access to these files. ● Internal support for pupils is available from Nurture and the intervention team 	

- External support from School Counsellors/therapists, OTR, PCSO and School Nurse is available for pupils
- The Attendance Team monitor attendance daily and record any concerns to the HoS and the DSL.
- Social Care referrals are completed by the Safeguarding Team.
- Core group/ CP conferences are attended by the Safeguarding Team.
- Annual safeguarding audits are completed by K LW and are done so in line with Ofsted requirements.
- K LW meets with KB regularly to check the SCR.
- Supervision support is available, where required for staff on a Monday afternoon

Site Security

- The academy shares the Leinster Avenue entrance with Knowle West Children's Centre.
- The Novers road entrance is locked during school hours
- All visitors must sign in at the main reception and wear a visitor badge. Visitors who are DBS checked wear a green lanyard, visitors who are not DBS checked wear a red lanyard
- All visitors receive an information leaflet and a safeguarding leaflet.

- Localised contextual risks identified by DSL and communicated to all relevant staff and the appropriate training provided to mitigate safeguarding risk.

- Local Safeguarding procedures will be reviewed and updated annually or earlier as and when required.